Headquarters U.S. Marine Corps Awards Processing System Brief

MAY 2001

presented by
Capt Washington
Deputy Branch Head, Military Awards Branch

Introduction

"The Personal Awards Program is a tool for Commanders to recognize the contributions of the Marines and Sailors entrusted to them. As commanders, we must place the appropriate emphasis on the Awards Program at all levels. This action serves two purposes: First, it allows tangible recognition to those Marines and Sailors whose actions are clearly deserving of recognition. Second, we send a message to his or her peers that we will reward superior performance." **ALMAR 019/00**

Purpose

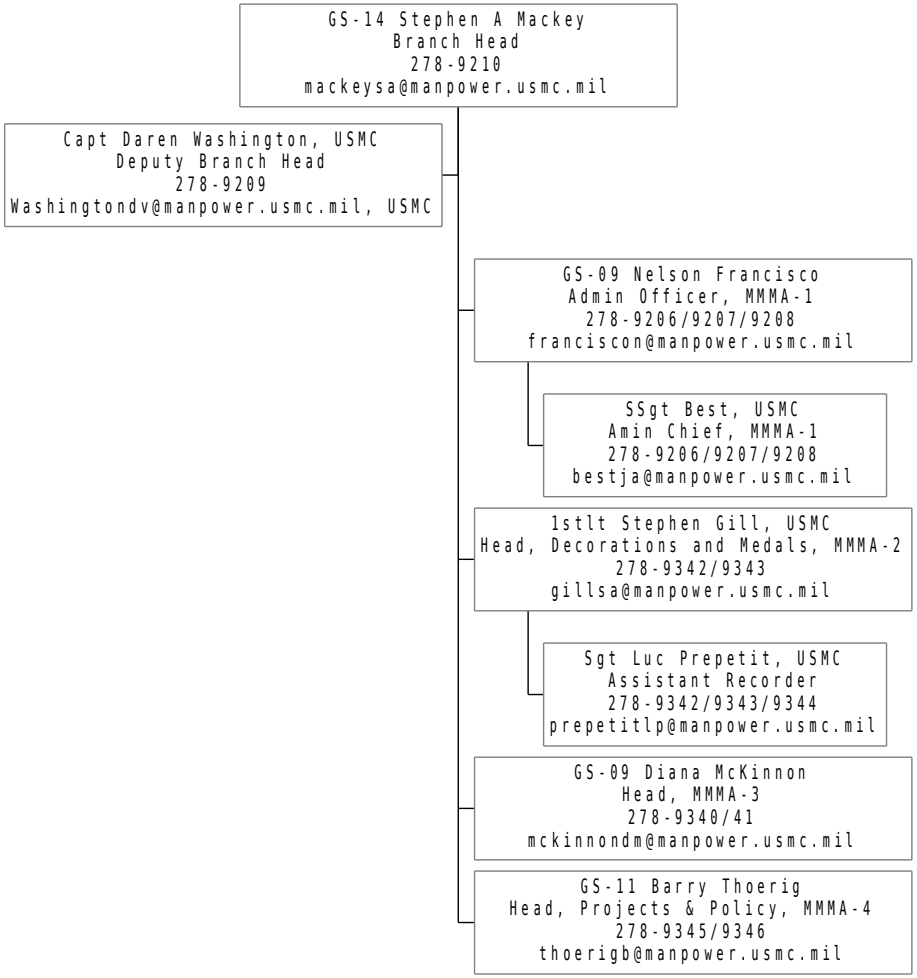
- Instruct
  - Provide basic instruction on the Awards Processing System for those that missed the original presentation
- Inform
  - Provide information on where the HQMC APS is going in the future
- Invigorate
  - Provide an enthusiastic approach to awards processing

HQMC Military Awards Branch Mission Statement

- The Mission of the Military Awards Branch is to receive, board, prepare and transmit to the field, awards submitted for approval by the Commandant of Marine Corps. The Military Awards Branch is also responsible to develop and disseminate awards policy to the field. Additionally, the Military Awards Branch is responsible for ensuring that field approved awards are submitted to MMSB for inclusion into the Marines OMPF. Finally, The Military Awards Branch will maintain the electronic awards submission backbone for Marine Corps units world wide (change

Organization, Military Awards Branch

09/09/16



Goals

- Continually improve the HQMC APS to meet the needs of Commanders in the Corps and abroad.
- Stay abreast of technology advances to ensure we are providing the best possible support to the Corps.
- Continue to automate the APS to make it more user friendly and easy to use.
- Continue to provide hands-on support to Units Corps-wide in their transition to processing awards via the APS.

What was developed

A secure (password protected), easy to use, Internet-based application for originating, forwarding (via EMAIL), processing, approving (providing the commander has registered and has awarding authority) and storing (on the Manpower server) all personal and unit award recommendations.

Awards Processing System

Step by Step procedures for using the System

The Website

The Website can be accessed from the MarineLink website (WWW.USMC.MIL) by clicking on

HQMC – M&RA – MM – then MMMA or by typing the following URL into your browser

The Website is off the M&RA website

- ***http://awards.manpower.usmc.mil***

*Note: System performs best when using Internet Explorer

Awards Processing System Website

Main Page

UNCLASSIFIED

Main Page Options

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https://osprey.manpower.usmc.mil/manpower/mm/mmma/awards2000.nsf?open - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address Links

Registration

References
Submit an Award
Award Status

HQMC Awards Board
CMC Review

Other Related Sites
MMMA Points of Contact

Revised MCO 1650.19J
Civilian Awards

Help

Privacy & Security Notice

Headquarters, U. S. Marine Corps
Awards Processing System

Military Awards Branch Home Page

This site has been visited 185208 times since 2 Nov 2000

Email Military Awards Branch

(This site is best viewed through Internet Explorer 5.0 or higher)

Done Internet

Slide

Awards Processing System Website

Registering

Registration

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- People required to register
  - All Officers/ Civilian leaders who write, endorse, or approve awards
  - Enlisted Marines that aid in the processing of awards
- If you are just checking the status of awards or browsing for MarAdmins, etc, *Do Not Register*

Awards Processing System Website

References

References

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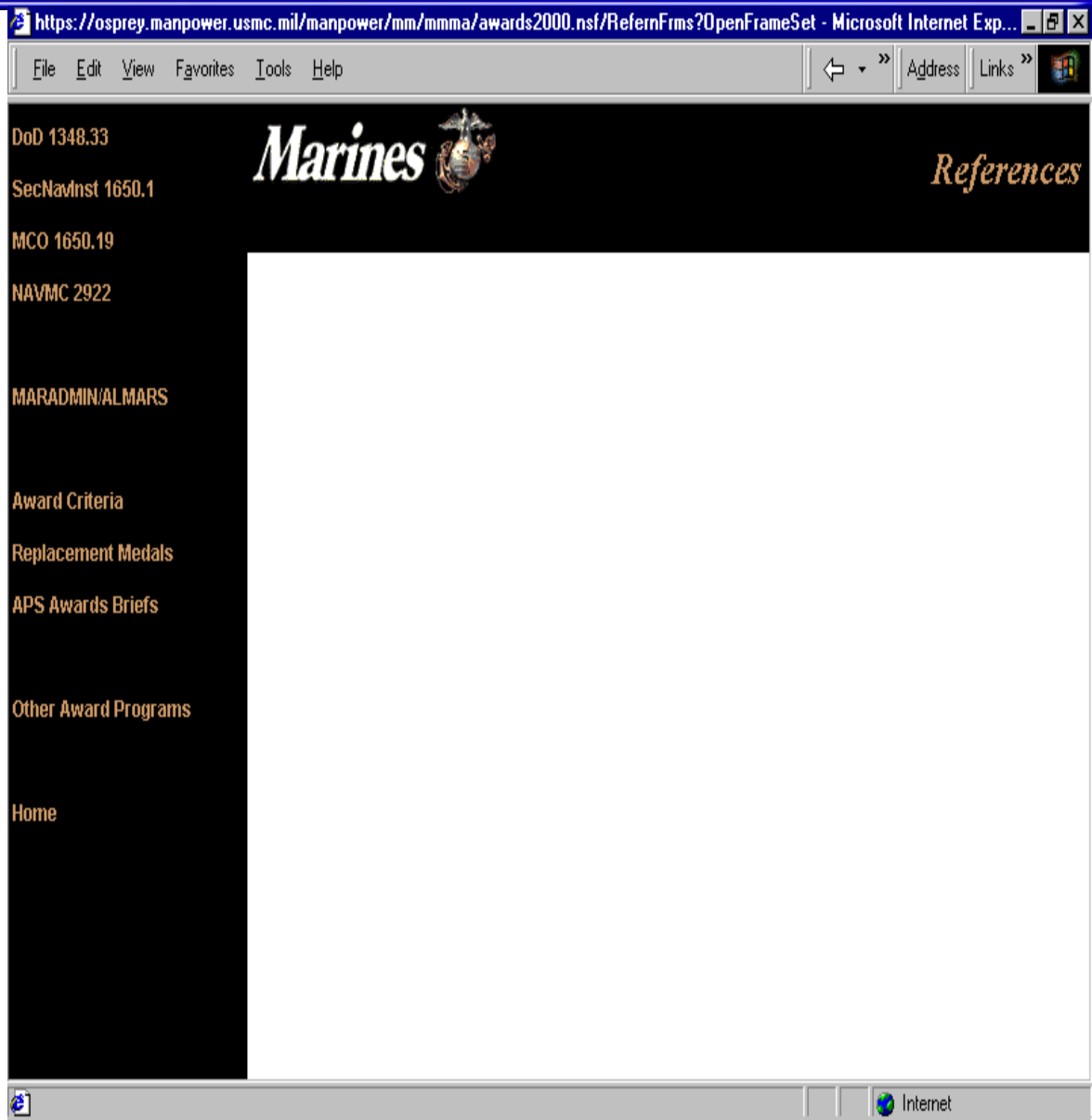
- The Reference section contains links to every major Publication/Order that pertains to the Military Awards process.
- The section also contains every MarAdmin or ALMAR released since 1995 that pertains to Awards.
- If there are any references that are not available that you want to see, please notify us at awards@manpower.usmc.mil and we will get a copy of it on the database.



Awards Status

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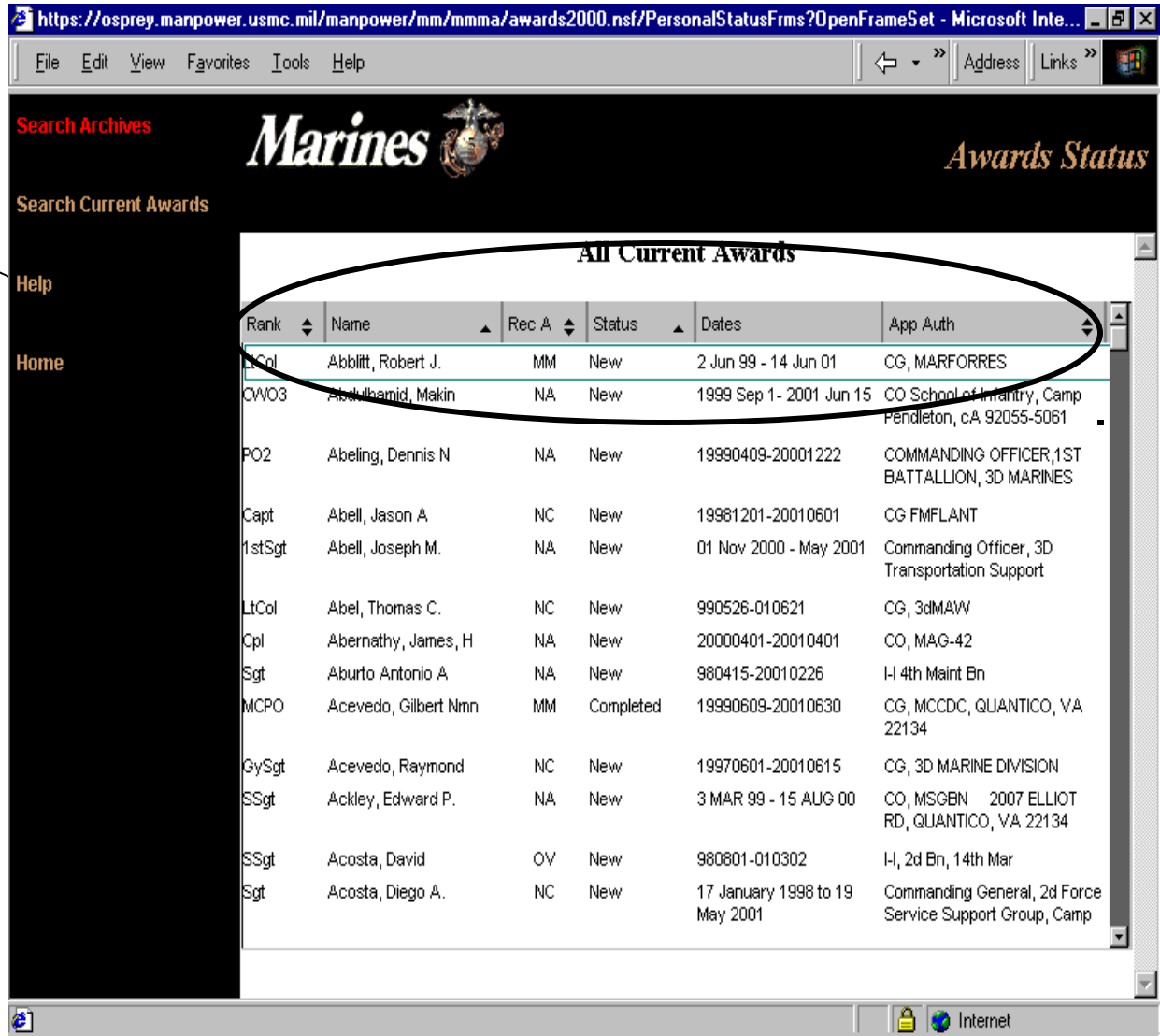
- The awards Status page is provided so commanders can determine where an award is in the chain of command.
- Certain columns indicate pertinent information to each award such as
  - Award Recommended
  - Status
  - Approved Award
  - Dates of award
  - Last Updated by
  - Approval Authority
- If you double click on any given award, you will get a summery Shadow with additional information on it.


https://osprey.manpower.usmc.mil/manpower/mm/mmma/awards2000.nsf/PersonalStatusFrms?OpenFrameSet - Microsoft Inte...
File Edit View Favorites Tools Help
Address Links
Search Archives
Search Current Awards
Help
Home
Marines
Awards Status
All Current Awards
Rank Name Rec A Status Dates App Auth
LtCol Abblitt, Robert J. MM New 2 Jun 99 - 14 Jun 01 CG, MARFORRES
CWO3 Abdulhamid, Makin NA New 1999 Sep 1- 2001 Jun 15 CO School of Infantry, Camp Pendleton, cA 92055-5061
PO2 Abeling, Dennis N NA New 19990409-20001222 COMMANDING OFFICER,1ST BATTALLION, 3D MARINES
Capt Abell, Jason A NC New 19981201-20010601 CG FMFLANT
1stSgt Abell, Joseph M. NA New 01 Nov 2000 - May 2001 Commanding Officer, 3D Transportation Support
LtCol Abel, Thomas C. NC New 990526-010621 CG, 3dMAW
Cpl Abernathy, James, H NA New 20000401-20010401 CO, MAG-42
Sgt Aburto Antonio A NA New 980415-20010226 I-I 4th Maint Bn
MCPO Acevedo, Gilbert Nmn MM Completed 19990609-20010630 CG, MCCDC, QUANTICO, VA 22134
GySgt Acevedo, Raymond NC New 19970601-20010615 CG, 3D MARINE DIVISION
SSgt Ackley, Edward P. NA New 3 MAR 99 - 15 AUG 00 CO, MSGBN 2007 ELLIOT RD, QUANTICO, VA 22134
SSgt Acosta, David OV New 980801-010302 I-I, 2d Bn, 14th Mar
Sgt Acosta, Diego A. NC New 17 January 1998 to 19 May 2001 Commanding General, 2d Force Service Support Group, Camp
Internet

Summery Shadow

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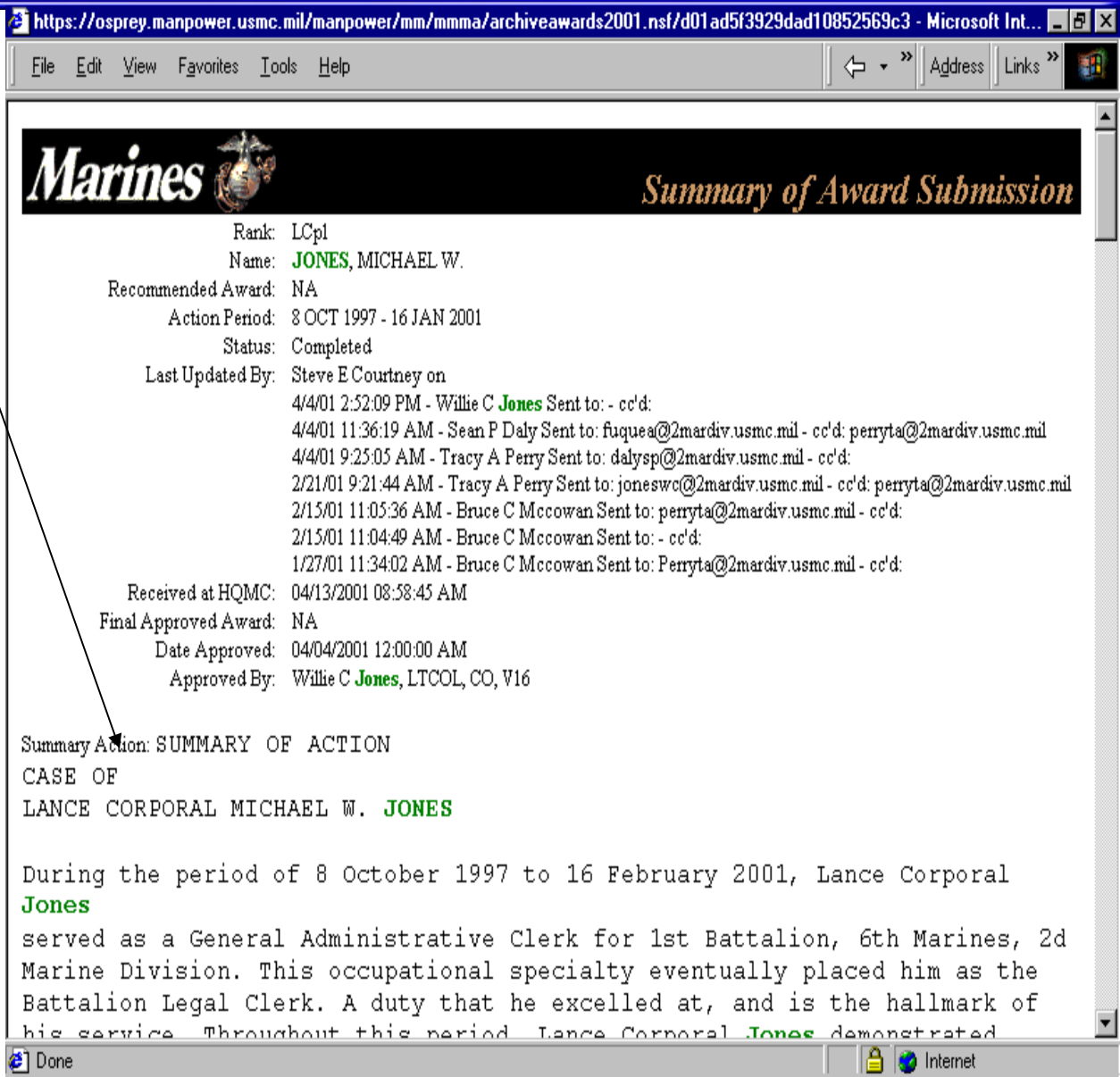
- Attached to each Summery Shadow will be the proposed citation and Summery of Action.
- Additional information for awards approved by CMC will be when it was approved, mailed and where it was mailed to.
- Field approved awards will only have a copy of the SOA and citation (as indicated on this page).


https://osprey.manpower.usmc.mil/manpower/mm/mmma/archiveawards2001.nsf/d01ad5f3929dad10852569c3 - Microsoft Int...
File Edit View Favorites Tools Help
Address Links
Marines
Summary of Award Submission
Rank: LCpl
Name: JONES, MICHAEL W.
Recommended Award: NA
Action Period: 8 OCT 1997 - 16 JAN 2001
Status: Completed
Last Updated By: Steve E Courtney on
4/4/01 2:52:09 PM - Willie C Jones Sent to: - cc'd:
4/4/01 11:36:19 AM - Sean P Daly Sent to: fuquea@2mardiv.usmc.mil - cc'd: perryta@2mardiv.usmc.mil
4/4/01 9:25:05 AM - Tracy A Perry Sent to: dalysp@2mardiv.usmc.mil - cc'd:
2/21/01 9:21:44 AM - Tracy A Perry Sent to: joneswc@2mardiv.usmc.mil - cc'd: perryta@2mardiv.usmc.mil
2/15/01 11:05:36 AM - Bruce C Mccowan Sent to: perryta@2mardiv.usmc.mil - cc'd:
2/15/01 11:04:49 AM - Bruce C Mccowan Sent to: - cc'd:
1/27/01 11:34:02 AM - Bruce C Mccowan Sent to: Perryta@2mardiv.usmc.mil - cc'd:
Received at HQMC: 04/13/2001 08:58:45 AM
Final Approved Award: NA
Date Approved: 04/04/2001 12:00:00 AM
Approved By: Willie C Jones, LTCOL, CO, V16
Summary Action: SUMMARY OF ACTION
CASE OF
LANCE CORPORAL MICHAEL W. JONES
During the period of 8 October 1997 to 16 February 2001, Lance Corporal Jones
served as a General Administrative Clerk for 1st Battalion, 6th Marines, 2d Marine Division. This occupational specialty eventually placed him as the Battalion Legal Clerk. A duty that he excelled at, and is the hallmark of
Done
Internet

Explanation of codes

- New - New award
- Staff1 or 2 – Received, pending Board Action
- Board1-2e - At the HQMC Awards Board
- CMC1-CMC4 - At CMC for approval
- MMMA-2 - Award approved, at writers
- MMSB – Award approved, written and fwd to MMSB for inclusion into OMPF
- Completed – All HQMC Action completed, award updated in OMPF
- Hold - Waiting for additional information
- SecNav - Requires SecNav approval

Awards Processing System Website

How to Submit an Award

Submit an Award

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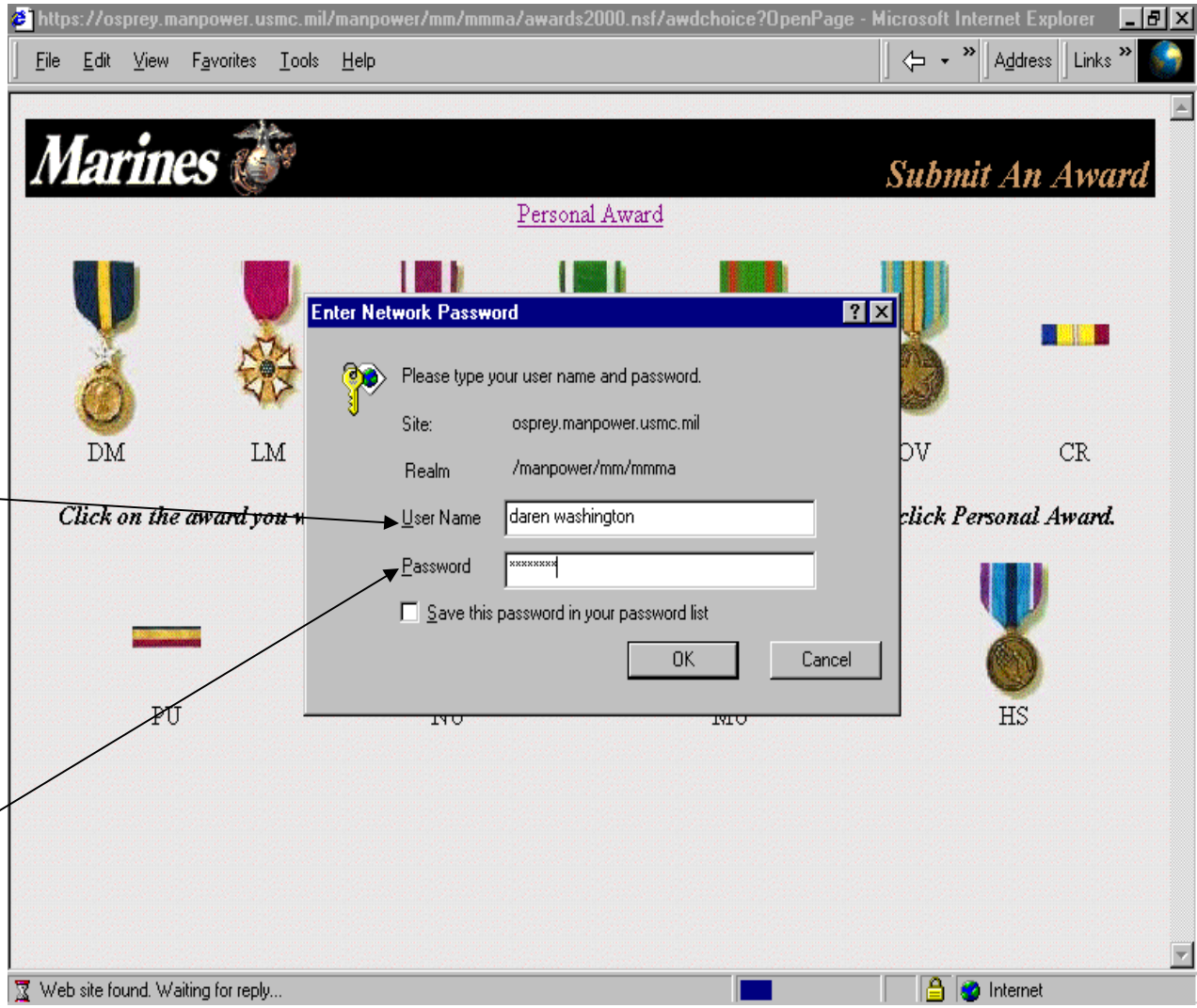
- Click on Submit an Award and sign-on
- To submit a New award, you must have registered in order to get a user name and password
  - your user name is your full name as you type it in when you registered
  - your password is the one that you submit ***IT IS CASE SENSITIVE



Completing the APS 1650 (EF)

- The process for filling out the APS 1650 (EF) is no different than using the paper OPNAV 1650. All the same information goes in the same boxes.
- Only an officer/civilian equivalent can originate an award.
  - **Officer must be senior to service member being recognized unless an established relationship exist.**
- Still fill out Block 23 with command titles not individual names or email addresses

Originate the award

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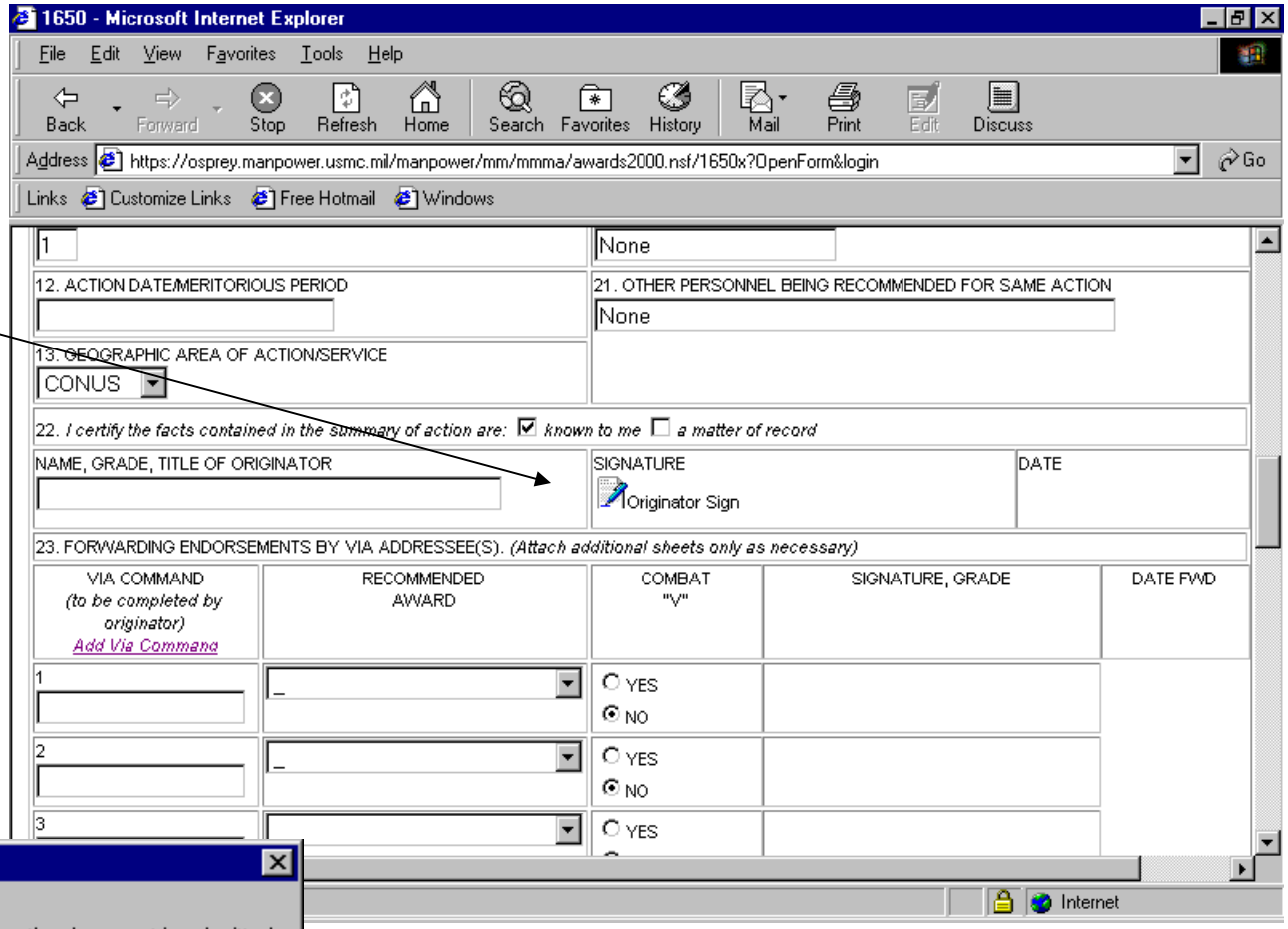
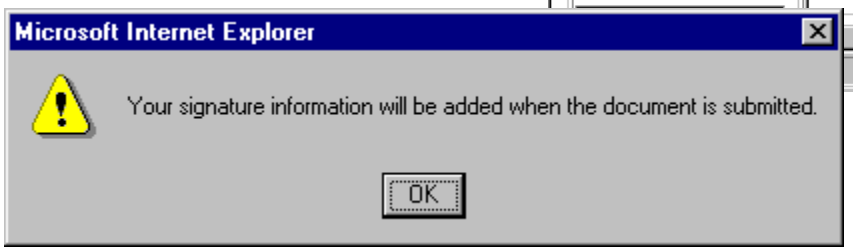
- To sign an award in block 22 as the originator, click on the “Originator Sign” icon in the signature block.
- Do not click this button unless you are the originator, IT WILL SIGN YOUR NAME as indicated in the popup box below.





Originate the award

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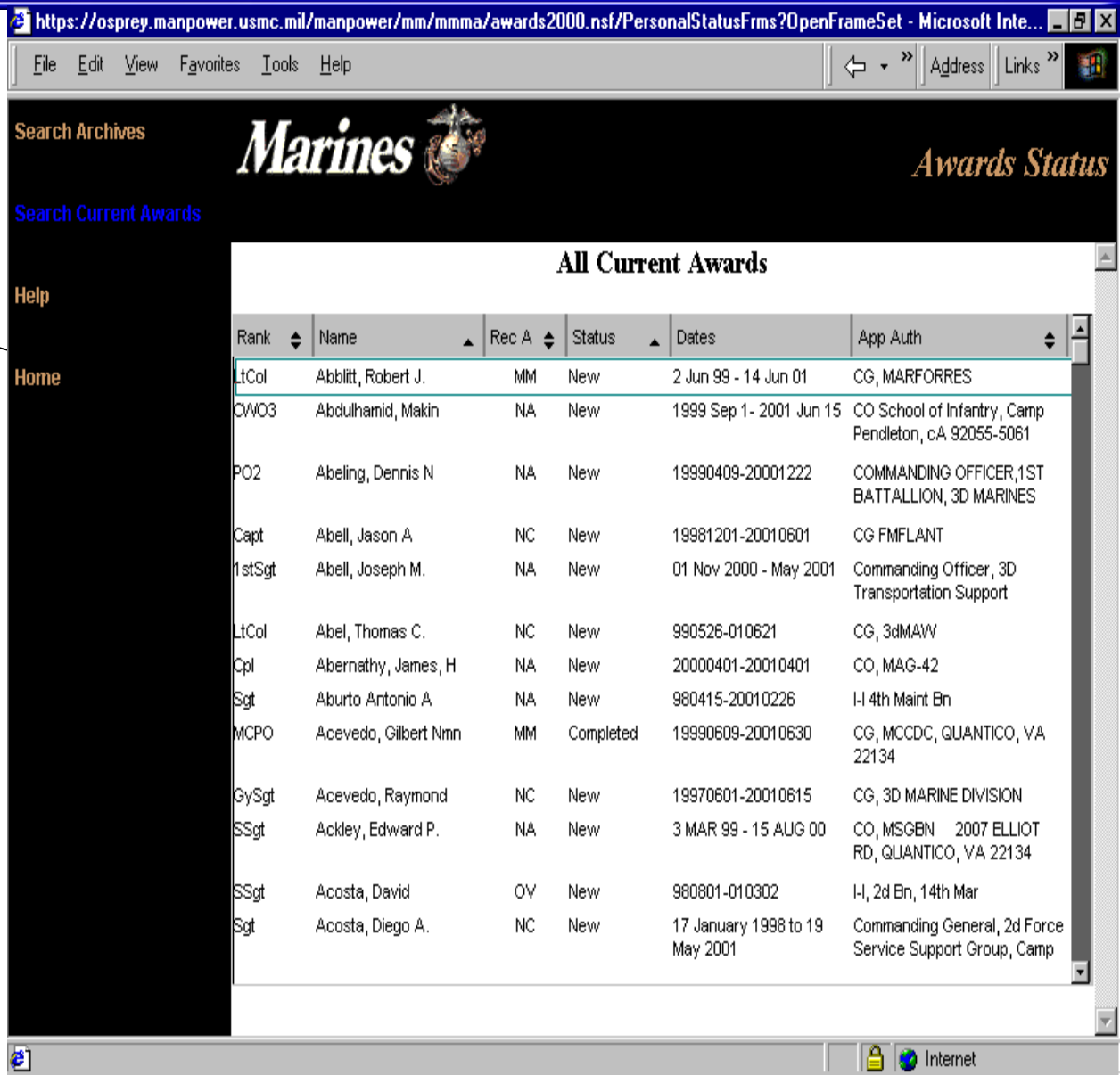
- To minimize incorrect opening and closing sentence to award recommendation, click on awards status, enter site, copy SOA and citation, import information to word and use format to create award recommendation. Export information to award recommendation and check for errors.


https://osprey.manpower.usmc.mil/manpower/mm/mmma/awards2000.nsf/PersonalStatusFrms?OpenFrameSet - Microsoft Inte...
File Edit View Favorites Tools Help
Address Links
Search Archives
Search Current Awards
Help
Home
Marines
Awards Status
All Current Awards
Rank Name Rec A Status Dates App Auth
LtCol Abblitt, Robert J. MM New 2 Jun 99 - 14 Jun 01 CG, MARFORRES
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SSgt Acosta, David OV New 980801-010302 I-I, 2d Bn, 14th Mar
Sgt Acosta, Diego A. NC New 17 January 1998 to 19 May 2001 Commanding General, 2d Force Service Support Group, Camp
Internet

Awards Processing System Website

Processing an Award

Processing Options

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Save Submit Close

(Click here to save the 1650 as a draft) (Click here to submit to next reviewer/endorser/approver) (Click here to return to the home page - your work will not be saved)

- To Save without forwarding, click on “save”
  - The server will forward a link to the award, providing you entered your e-mail address correctly as the preparer.
- To Forward the award, “click on “Submit”
  - “Submit” will forward the award to the addresses you have indicated in the Forward and CC portion of the form.
  - Use e-mail search to minimize incorrect e-mail address
  - Never fail to CC yourself on all awards
- To Close the award, click on “Close”
  - This action does not save/update the award.

Forwarding an Award

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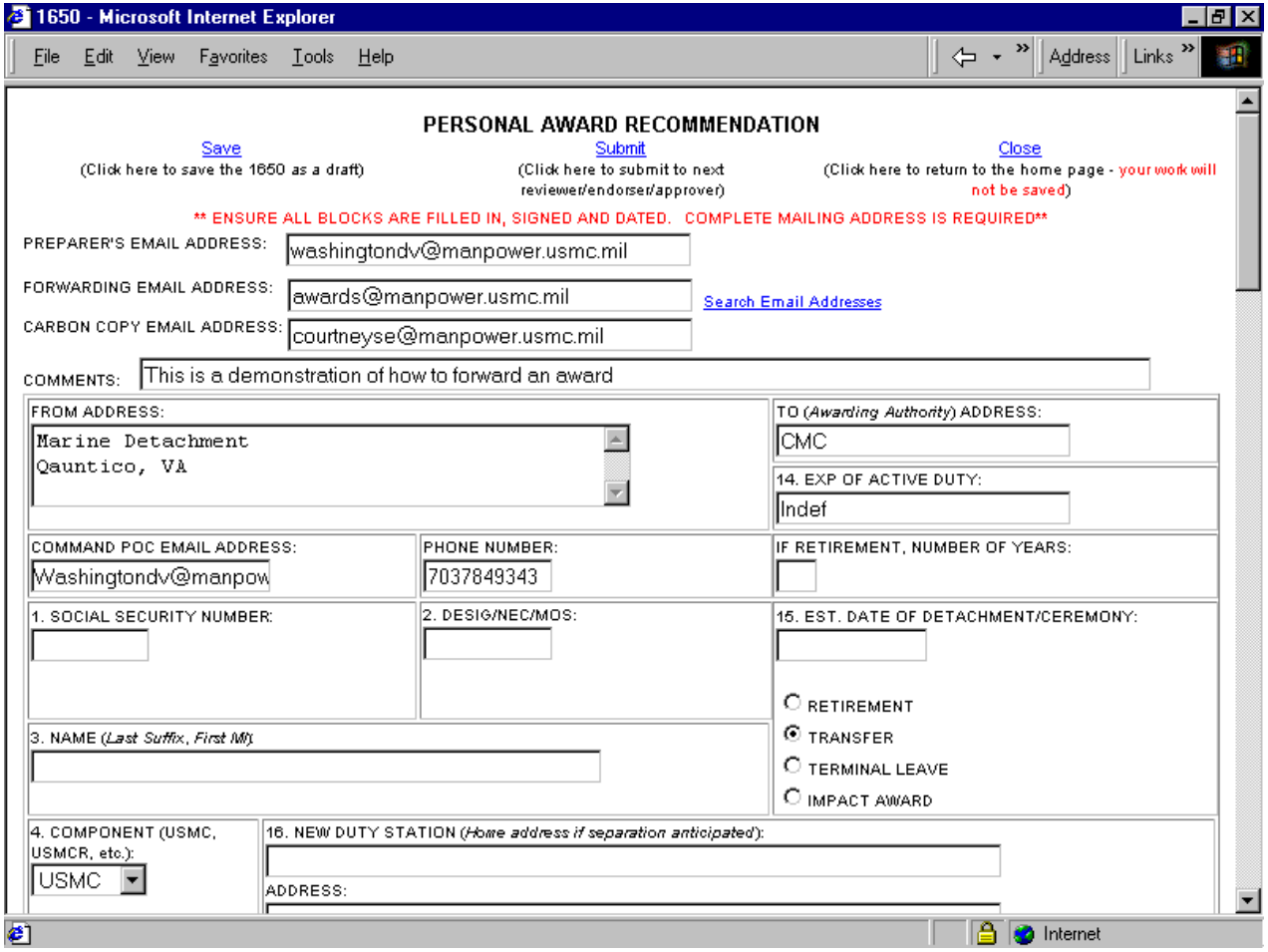
- To forward an award, type in the email address of the unit mailbox (as seen in the fwd email address to the right) or the individual (as seen in the CC: address) for the next person to receive the award.
- Click on Submit, and the Manpower Server will send an email to that recipient with a link back to the award
- Individual
- Unit Mailbox


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address Links
PERSONAL AWARD RECOMMENDATION
Save
(Click here to save the 1650 as a draft)
Submit
(Click here to submit to next reviewer/endorser/approver)
Close
(Click here to return to the home page - your work will not be saved)
** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED**
PREPARER'S EMAIL ADDRESS: washingtondv@manpower.usmc.mil
FORWARDING EMAIL ADDRESS: awards@manpower.usmc.mil
Search Email Addresses
CARBON COPY EMAIL ADDRESS: courtneyse@manpower.usmc.mil
COMMENTS: This is a demonstration of how to forward an award
FROM ADDRESS: Marine Detachment Qauntico, VA
TO (Awarding Authority) ADDRESS: CMC
14. EXP OF ACTIVE DUTY: Indef
COMMAND POC EMAIL ADDRESS: Washingtondv@manpow
PHONE NUMBER: 7037849343
IF RETIREMENT, NUMBER OF YEARS:
1. SOCIAL SECURITY NUMBER:
2. DESIG/NEC/MOS:
15. EST. DATE OF DETACHMENT/CEREMONY:
RETIREMENT
TRANSFER
TERMINAL LEAVE
IMPACT AWARD
3. NAME (Last Suffix, First MI)
4. COMPONENT (USMC, USMCR, etc.): USMC
16. NEW DUTY STATION (Home address if separation anticipated):
ADDRESS:
Internet

Forwarding to HQMC

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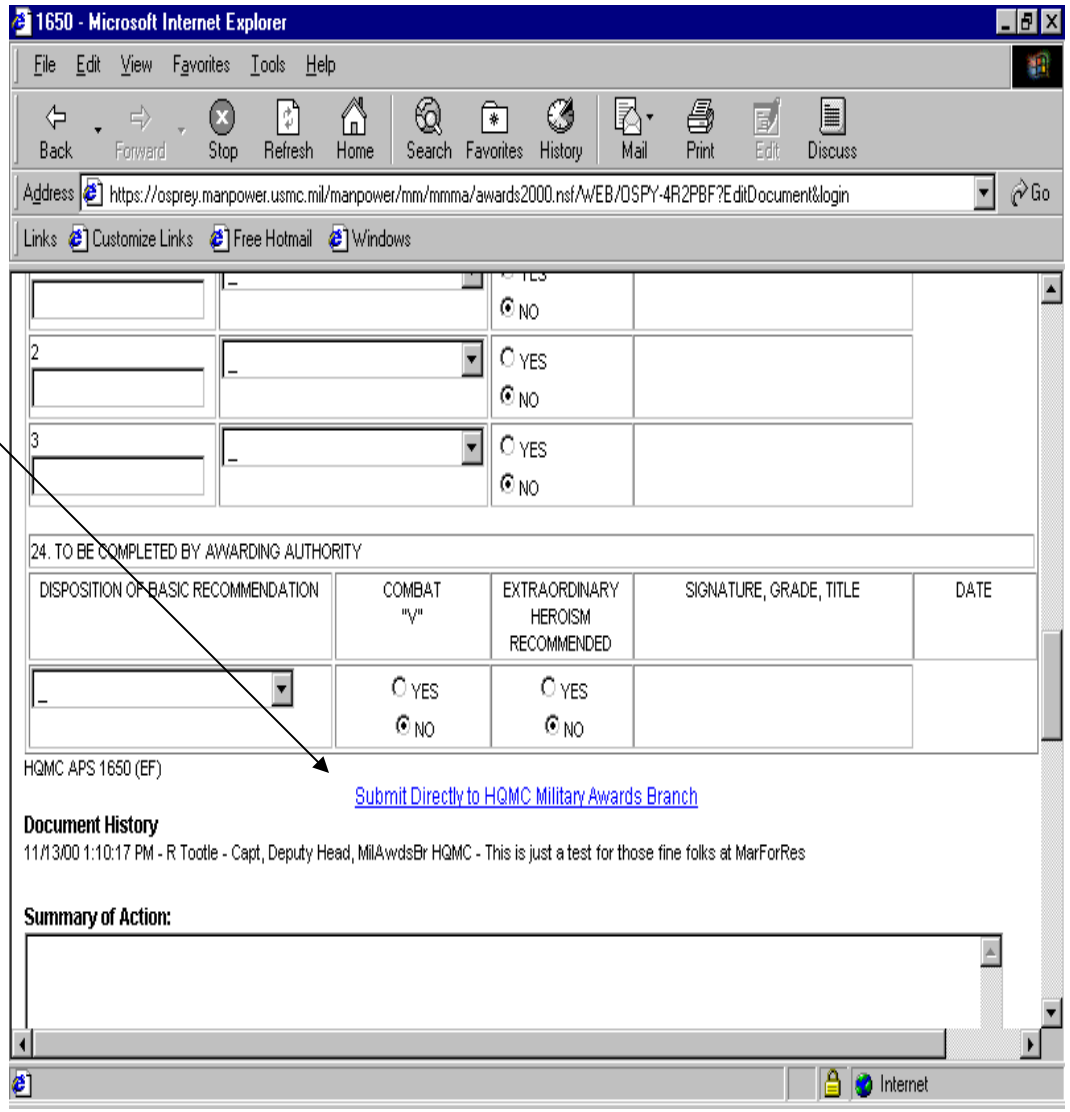
- To submit an award to HQMC, click on the icon located directly below the 1650 that reads
  - Submit directly to HQMC Military Awards Branch
- Performing this option will send the award to HQMC automatically.
  - Note***once the award has been forwarded to HQMC, the command cannot access that 1650 anymore.
- M&RA internal use.
  - MM and below submit directly to HQMC after Division chop.
  - LOM and above must be endorsed by Deputy Commandant prior to submitting to HQMC



Unit Mailboxes

- The creation of a unit mailbox for the processing of awards will bring about great dividends in the long run
- Creates a single entity in which all awards are forwarded, it will not be impacted by PCS or personnel turnover.
- Will enable the command to better process awards within their command.

Unit Mailbox Management

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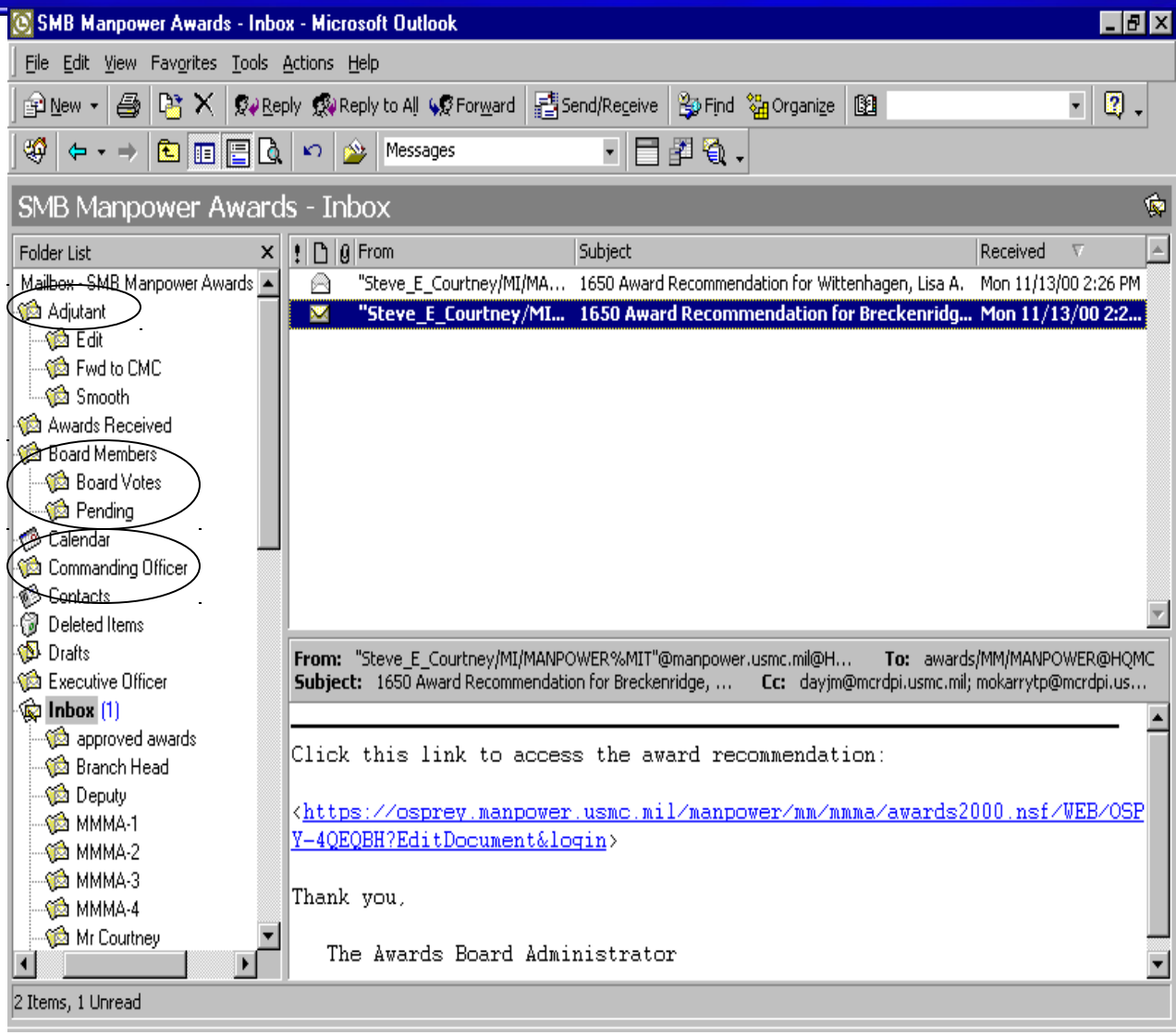
- Awards are received in the Inbox of the Unit Mailbox.
- The Adj will verify that the award has been submitted accurately and forward the email to the Board Members for vote.
- Once member voting is completed, the award will be edited by the Adj with board rec and drag the award to the XO or CO box depending on command policy.
- Once CO action is complete, the award is again edited by the Adj, printed smooth and then forwarded to HQMC for records purposes



Awards Processing System Website

Commander Responsibilities

Command Action

- Commanders/Endorsers have three courses of action on any personal award submission
  - Endorse the Award
  - Approve the Award (provided they have been given sub-delegated approval authority for that level award)
  - Return the award for modifications

Endorse the Award

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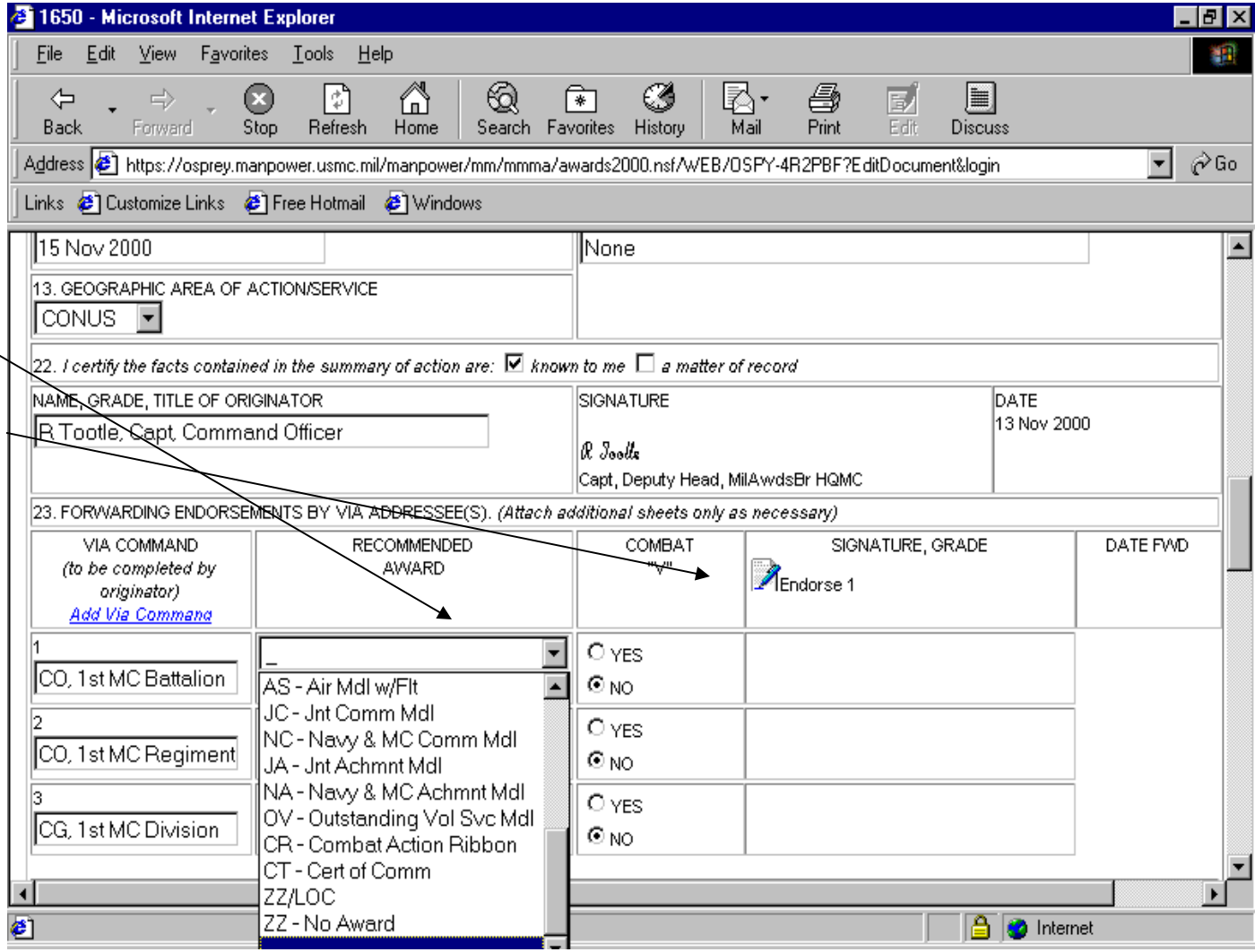
- Open the award and fill out the info in Block 23
  - Recommended award {Drop down menu}
  - Click on the “Endorse” link in the signature block
  - Forward the award to the next person/command mailbox in the Chain of Command
  - Add comments as necessary


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://osprey.manpower.usmc.mil/manpower/mm/mmma/awards2000.nsf/WEB/OSPY-4R2PBF?EditDocument&login
Go
Links Customize Links Free Hotmail Windows
15 Nov 2000
None
13. GEOGRAPHIC AREA OF ACTION/SERVICE
CONUS
22. I certify the facts contained in the summary of action are: known to me a matter of record
NAME, GRADE, TITLE OF ORIGINATOR
R Tootle, Capt, Command Officer
SIGNATURE
R Tootle
Capt, Deputy Head, MilAwdsBr HQMC
DATE
13 Nov 2000
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)
VIA COMMAND (to be completed by originator)
Add Via Command
RECOMMENDED AWARD
COMBAT "V"
SIGNATURE, GRADE
Endorse 1
DATE FWD
1
CO, 1st MC Battalion
2
CO, 1st MC Regiment
3
CG, 1st MC Division
YES
NO
AS - Air Mdl w/Flt
JC - Jnt Comm Mdl
NC - Navy & MC Comm Mdl
JA - Jnt Achmnt Mdl
NA - Navy & MC Achmnt Mdl
OV - Outstanding Vol Svc Mdl
CR - Combat Action Ribbon
CT - Cert of Comm
ZZ/LOC
ZZ - No Award
Internet

Approve the Award

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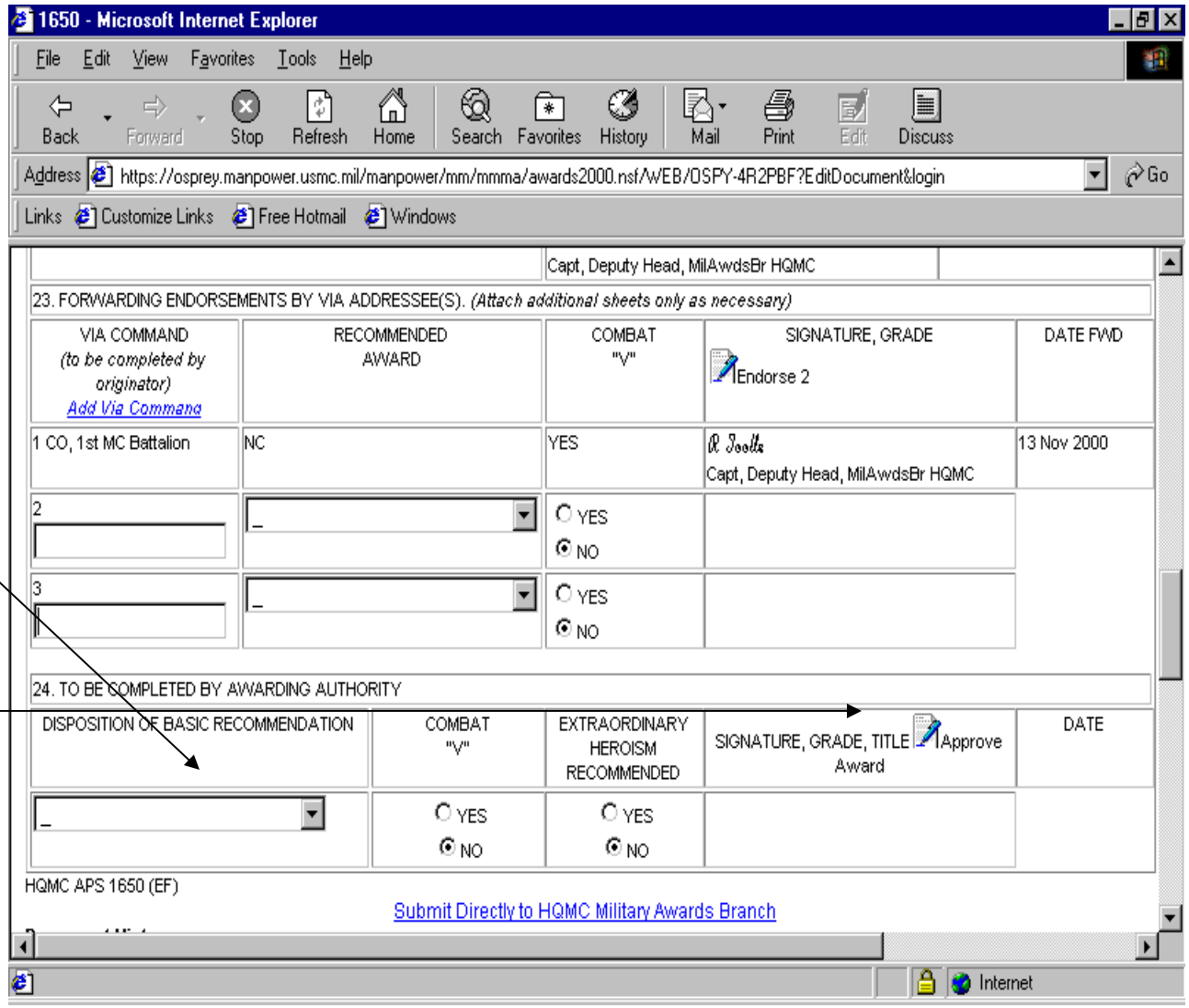
- If the Commander has approval authority, he will see an “Approve the Award” icon in the Signature portion of Block 24
  - He then fills out Block 24 to include disposition of award recommendation
  - Click on “Approve the Award” icon (signature will be added when the award is fwd



Return the Award for Rework

- If the Commander feels that the award recommendation is not well written, the award can be returned for rework
  - The award cannot be stopped with no action taken
  - This option allows the subordinate commanders the option of strengthening the award write-up
  - This is not the preferred COA. The award should be written with enough detail originally to substantiate the level of award recommended
    - Do not inflate an award recommendation to “guarantee” a lessor award

Awarding Authority Policy Considerations

- Policy Considerations: MCO 1650.19J Encl (2) para 7 d and e
  - "Commanders in the chain of command may recommend a lower award than that originally recommended, but such commands may not approve a lower award and stop further transmittal of the recommendation."
- Bottom Line: The award must go to the Commander who has the delegated awarding authority to approve the award recommended.

Other Options on the APS

- HQMC APS Brief's
  - Explicit step by step procedures for submitting awards via the APS is in enclosure 5 of the MCO.
  - Every Brief that has been conducted on the HQMC APS is available for download on the website
- HQMC Awards Board
  - Access for HQMC Awards Board members to vote on awards
- CMC Review
  - Access for CMC and designated reps to approve awards
- HQMC Points of Contact
  - Organizational Chart for the Military Awards Branch
- Other Related Sites
  - List of other awards related sites that may be of interest to Marines
- Help

Value Added

- ✔ There was a distinct value added when the new process came on-line 1 October 2000:
  - All awards are now forwarded via Email: faster and more efficient way to get endorsement/decision on award recommendations
  - Major cost savings to commands and HQMC
    - Reduction in the amount of paper used in the processing of awards.
    - Savings in cost of FedEx and overnight delivery
  - Reduced storage space for hard copy awards…no requirement for commands to keep a copy of an award once it is forwarded to HQMC
  - Easier way to process and track the status of awards. Up-to-date and accurate information available to all commands
  - MMMA has visibility on every award being processed…no more lost awards

Conclusion

- The HQMC Awards Branch, as the Commandants representative on all matters pertaining to military awards, has a responsibility to maintain the most up-to-date and user friendly process by which awards are processed.
- The establishment of the electronic Awards Processing System allows the Fleet Commanders the opportunity to better process their awards and enable the HQMC Awards Branch the ability to better support them.
- The MilAwdsBr is dedicated to continual improvement of the APS to meet the needs of those commanders.

Questions?